Instructions on Uploading State General Fund Loan Documents to Gateway

To upload loan documents via the Gateway for Government Units ("Gateway"), visit
https://gateway.ifionline.org/login.aspx. Users will need to log in to Gateway with a username and
password. If you do not have a log-in or need assistance, please send requests to gateway@dlgf.in.gov.

Once logged in, from the Select Application menu, select the "Budgets" option to enter the Gateway
Budget Forms application.

After entering the budgets application, select your unit of government. Make certain the current year is
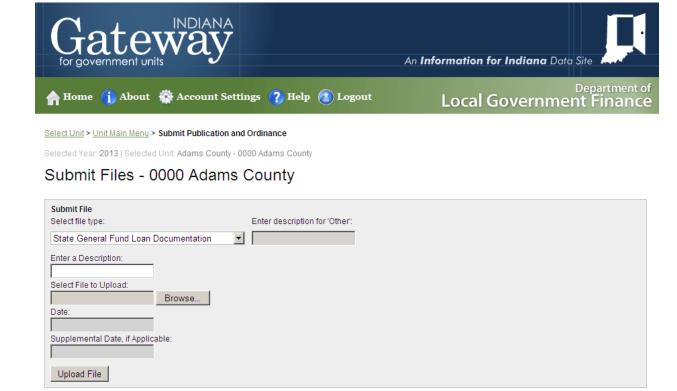chosen from the drop-down menu.

Once on the Unit Main Menu, click "Submit Proof of Publication and Signed Ordinance," as pictured
below.

From the "Select file type" drop-down menu, select "State General Fund Loan." Enter a "Description" field to indicate whether the file is the resolution requesting the loan, the promissory note, or both.

Click the "Browse…" button to select the resolution or promissory note file. Gateway will accept PDFs and most image files. Locate your file with the File Upload window, and then click "Open." The "Date" and "Supplemental Date" fields should be left blank.

Finally, click the "Upload File" button to finish uploading the resolution. The file submission should be visible below this button if the upload was successful.